



State of California
Employment Training Panel

Training Proposal for:
Assembly Masters Ltd.

Agreement Type: Small Business

Agreement Number: ET09-0325

Panel Meeting of: **October 17, 2008**

ETP Regional Office: **Sacramento**

Analyst: J. Basquez

CONTRACTOR:

- Type of Industry: Manufacturing:
Priority Industry: ☒ Yes ☐ No
- Contractor's # of Full-Time Employees
 - *California:* 12
 - *Worldwide:* 12
 - *Number to be trained:* 12
- Turnover Rate: 12%
- Repeat Contractor: ☐ Yes ☒ No

CONTRACT:

- Training Project Profile: Priority/Retrainee
- ETP Funding Amount: \$24,960
- In Kind Contribution: \$16,320
- Average Cost per Trainee: \$2,080
- Post Retention Wage: \$14.25
- Health Benefits: N/A
- Occupations to be Trained: Technicians, Office Staff, Shipping, Managers
- Training Menu:
 - ☒ Business skills ☐ Literacy skills
 - ☒ Commercial skills ☒ Management skills
 - ☒ Computer skills ☐ Manufacturing skills
 - ☒ Cont. Improvement ☐ Other:
- Range of Hours: 8 - 100 Weighted Average: 80
- Multiple Job Numbers: ☐ Yes ☒ No

- County(ies) Served: Contra Costa
- Union Representation: ☐ Yes ☒ No
- Subcontractor: N/A
- Third Party Services: N/A

INTRODUCTION

Assembly Masters Ltd. (AM), located in Pittsburg, was founded in 1983 and incorporated in 1997. AM is a contract manufacturer, meaning it only builds to order. AM does not sell/retail its products.

AM specializes in Printed Box Builds – assembled circuit boards with cables and/or wire harnesses in a functional case, as in a CPU on a computer. Some of AM's customers are Medical Equipment, GPS/Navigation Equipment, Heavy Machinery, Laboratory Equipment, Robotic Arms, CD Duplication Hardware, and Security Devices.

AM management has determined that in order for the organization to provide quality service and move forward with expansion, it must enable its frontline workers to take the lead in increasing efficiencies and productivity, as well as, engage in consistent communication. Therefore, Am is requesting ETP funding to assist in training all 12 employees and the owner of AM.

The 12 trainees work in a High Unemployment Area. This is a region with unemployment exceeding the state average by at least 25%, using the unemployment rate set by the Labor Market Information Division of the Employment Development Department. However, Am is not requesting a wage modification.

RECOMMENDATION

For the reasons set forth above, staff recommends approval of this proposal.